

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, November 9, 2015

4:15 p.m.

Room 15, Top Floor, City Hall

735 Anacapa Street, Santa Barbara, California

ORDER OF BUSINESS:

1. *Call to Order & Roll Call.* The meeting was called to order at 4:16 p.m. by Chair Kathryn McKee. Present: Commissioners Alan Kasehagen, Desmond O'Neill, Gabe Dominocielo and Donna Lewis. Administrative Services Director Kristy Schmidt and staff member Susie Gonzalez were present.
2. *Public Comment.* No public comment.
3. *Approval of the Minutes from the Meeting of September 14, 2015.* A request to correct item #5 "Topics for the Next Special Meeting" should read "Topics for the Next Meeting" was noted. A motion to approve the minutes of September 14, 2015 was made and seconded (Kasehagen/O'Neill) and approved by voice vote.
4. *Regular meeting dates in 2016: January 11, March 14, May 9, July 11, September 12, and November 14.* A motion to approve the 2016 meeting dates was made and seconded (Lewis/Kasehagen) and approved by voice vote.
5. *Discuss the Option to Cancel Regular Meetings due to Lack of Agenda Items.* Administrative Services Director, Kristy Schmidt discussed the ability to cancel meetings when there was a lack of agenda items. Commissioners agreed that City Staff and the Chair will make the determination whether or not to cancel regular meetings when there is a lack of items for discussion. City Staff will also notify SEIU when a meeting is cancelled. During this discussion, Commissioner Lewis and Chair McKee requested the Orientation Binder given to all new Civil Service Commissioners be reviewed and updated as necessary.
6. Topics for the Next Meeting, which is scheduled for Monday, January 11, 2016. Review and update Orientation Binder for New Civil Service Commissioners and the Election of Chair and Vice-Chair.
7. *Adjournment of Meeting.* A motion was made (Dominocielo/O'Neill) to adjourn the meeting. The meeting adjourned at 4:26 p.m.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Susie Gonzalez at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.